

# Challenge America: Reaching Every Community

## Fast-Track Review Grants

### Application Checklist

For your application to be considered complete, all items (including the required number of copies for Items 6, 7, 8, 9, 10, and 11 below) must be included in your application package, which must be postmarked no later than June 1, 2006. Applications that are determined to be incomplete will be returned. Please complete the checklist below to make sure that all required material has been included in your application package. This is solely for your own use. This checklist does NOT need to be included in your application package.

- ☐ 1. **Self-addressed postcard (optional).**
- ☐ 2. **Internal Revenue Service letter that reflects the applicant's current 501(c)(3) status** and legal organization name, or the official document that identifies the applicant as a unit of state or local government, or as a federally recognized tribal community or tribe (two copies). *This documentation is required to demonstrate your eligibility and **must be submitted with each application** to the Arts Endowment.*
- ☐ 3. **Organization & Project Profile form** (four pages) (three copies).
- ☐ 4. The original (i.e., a set with original signatures) of the following **Application Forms**:
  - ☐ Basic Information (Part 1 and Part 2)
  - ☐ Challenge America: Reaching Every Community Fast-Track Review Grants Details of the Project (Part 1 and Part 2)
  - ☐ Project Budget (Part 1 and Part 2)
- ☐ 5. **One work sample** (four copies).

Items 6-11 must be arranged in **six** standard two-pocket folders; label the cover of each folder with the name of your organization. **Each of the six folders** must include the following:

- ☐ 6. The **Application Forms** (one copy per folder):
  - ☐ Basic Information (Part 1 and Part 2)
  - ☐ Challenge America: Reaching Every Community Fast-Track Review Grants Details of the Project (Part 1 and Part 2)
  - ☐ Project Budget (Part 1 and Part 2)
- ☐ 7. A **statement about your organization** (one copy per folder).
- ☐ 8. A **selective representative list of your organization's programming or activities** for the following years: 2003-04, 2004-05, 2005-06 (one copy per folder).
- ☐ 9. A one-page **Work Sample Index** that provides information about the work sample submitted.
- ☐ 10. **Biographies** of key project personnel (one copy per folder).
- ☐ 11. A **concise sampling of recent printed matter** about the participating artists and/or arts organizations (one copy per folder).

Submit your application electronically through Grants.gov or send your application package to:

Application Processing  
Room 815  
Field or Discipline under which you are applying  
Challenge America Fast-Track Review Grants  
National Endowment for the Arts  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506-0001